

Section 8 Communications Procedures and Standard Phraseology

Chapter 1 General Operating Procedures

1 Introduction

- 1.1 The phraseology and procedures detailed in this section are to be adhered to in order to ensure uniformity, they may, however, be modified or extended by Air Traffic Controllers as occasion demands, but such modifications and extensions should not prejudice their basic meaning or intention.
- 1.2 Radiotelephony provides the means by which pilots and ground personnel communicate with each other. Used properly the information and instructions transmitted are of vital importance in assisting in the safe and expeditious operation of aircraft. The use of non-standard procedures and phraseology can cause misunderstanding. Incidents and accidents have occurred in which a contributing factor has been the misunderstanding caused by the use of poor phraseology. The importance of using correct and precise standard phraseology cannot be over-emphasized.
- 1.3 The phraseology in this section is based on the standards and recommended practices contained in ICAO Annex 10, Volume 2, ICAO PANS-ATM, Document 4444 and ICAO Document 9432 to ensure, as far as possible, reliable and unambiguous communication between air and ground stations regardless of the native tongue of the users.

2 Radio Guard

- 2.1 All licensed ATS personnel where so rostered shall maintain a continuous guard on the appropriate radio frequencies throughout their tour of duty.
- 2.2 Should it be necessary to suspend the radio guard for any reason, the break in the radio guard shall be kept as short as possible.
- 2.3 Any aircraft in radio contact with the ATSU shall be informed that there will be a break in the radio guard.
- 2.4 If practicable another ATSU or sector should be asked to listen out for, and to answer any calls during breaks in the radio guard.

3 Speech Technique

3.1 General

- 3.1.1 The following transmitting techniques will assist in ensuring that transmitted speech is clearly and satisfactorily received:
 - a) Before transmitting listen out on the frequency to be used to ensure that there will be no interference with a transmission from another station.
 - b) Be familiar with good microphone operating techniques.
 - c) Use a normal conversational tone, speak clearly and distinctly.

- d) Maintain an even rate of speech not exceeding 100 words per minute. When it is known that elements of the message will be written down by the recipient, speak at a slightly slower rate. Avoid rapid delivery of instructions especially when dealing with pilots who are not speaking their national language.
 - e) Maintain the speaking volume at a constant level.
 - f) A slight pause before and after numbers will assist in making them easier to understand.
 - h) Depress the transmit switch fully before speaking and do not release it until the message is completed. This will ensure that the entire message is transmitted.
 - i) Avoid excessive use of courtesies.
 - j) Avoid introduction of hesitation syllables, such as 'er' or 'ah'.
 - k) Avoid entering into non-operational conversations with pilots.
- 3.1.2 Efforts should be made to keep transmissions as brief as possible, and to dispense with all unnecessary words, phrases, etc. which can quickly lead to frequency congestion.

3.2 Radiotelephone

- 3.2.1 Correct enunciation of words, spoken at a uniform rate in a voice pitched somewhat higher than normal but preserving the rhythm of ordinary conversation will do much to assist satisfactory reception of mechanically reproduced speech. Microphones are directionally functioning and controllers should therefore speak directly into them.
- 3.2.2 To avoid clipped transmissions, particularly where the transmitter is remote from the microphone, it is important to depress the transmit switch fully before speech is commenced and to avoid returning it before the transmission is completed. Controllers should endeavour to use clear concise sentences and to eradicate such obvious faults as hesitation sounds, verbosity, lowering of voice, blurring of consonants, etc. This will ensure maximum efficiency and prevent irritating repetitions.
- 2.2.3 It should be noted that standard phraseology with clear enunciation and an urgent tone must be used for collision avoidance instructions.

3.3 Land Line and ATS/DS Telephone

- 3.3.1 It is correct procedure for controllers and assistants to announce identity on all telephone calls; with incoming calls it is the opening remark and with outgoing calls the reply to the recipient's announcement of identity.
- 3.3.2 It is just as important that this procedure is not relaxed for direct telephone lines as mistaken identity can occur when another line has been inadvertently left open from a previous call.
- 3.3.3 Announcing identity on outgoing calls when using direct telephone lines is not required at those units where equipment and labelling ensure that mistaken identity cannot occur.
- 3.3.4 The identity to be used is that of the function relative to the telephone extensions being used. On outside calls the identity should be given in full, for example 'This is Johannesburg Air Traffic Control' but on direct lines, where it will require no further amplification, it may be abbreviated to 'Johannesburg'.

3.4 Phonetic Alphabet

- 3.4.1 To expedite communications, the use of phonetic spelling should be dispensed with if there is no risk of this affecting correct reception and intelligibility of the message.
- 3.4.2 With the exception of the telephony designator and the type of aircraft, each letter in the aircraft callsign shall be spoken separately using the phonetic spelling.
- 3.4.3 The words in the following table are to be used when individual letters are transmitted except for particular letter groups which have become unmistakable, e.g. ILS, QFE, ETA etc. The syllables to be emphasised are underlined.

| | | | | | |
|---|---------|----------------------|---|----------|------------------------|
| A | ALPHA | (<u>AL</u> FAH) | N | NOVEMBER | (NO <u>VEM</u> BER) |
| B | BRAVO | (<u>BRAH</u> VOH) | O | OSCAR | (<u>OSS</u> CAH) |
| C | CHARLIE | (<u>CHAR</u> LEE) | P | PAPA | (PAH <u>PAH</u>) |
| D | DELTA | (<u>DELL</u> TAH) | Q | QUEBEC | (KEH BECK) |
| E | ECHO | (<u>ECK</u> OH) | R | ROMEO | (<u>ROW</u> ME OH) |
| F | FOXTROT | (<u>FOKS</u> TROT) | S | SIERRA | (SEE <u>AIRRAH</u>) |
| G | GOLF | (GOLF) | T | TANGO | (<u>TANG</u> GO) |
| H | HOTEL | (<u>HOH</u> TELL) | U | UNIFORM | (<u>YOU</u> NEE FORM) |
| I | INDIA | (<u>IN</u> DEE AH) | V | VICTOR | (<u>VIKTAH</u>) |
| J | JULIET | (<u>JEW</u> LEE ET) | W | WHISKY | (<u>WISS</u> KEY) |
| K | KILO | (<u>KEY</u> LOH) | X | XRAY | (<u>ECKS</u> RAY) |
| L | LIMA | (<u>LEE</u> MAH) | Y | YANKEE | (<u>YANG</u> KEY) |
| M | MIKE | (MIKE) | Z | ZULU | (<u>ZOO</u> LOO) |

3.5 Numerals

- 3.5.1 The syllables to be emphasised are underlined.

| | | | | | |
|---|--------------|---|--------------|----------|--------------------|
| 0 | <u>ZE-RO</u> | 5 | <u>FIFE</u> | Hundred | <u>HUN DRED</u> |
| 1 | <u>WUN</u> | 6 | <u>SIX</u> | Thousand | <u>TOU SAND</u> |
| 2 | <u>TOO</u> | 7 | <u>SEVEN</u> | Decimal | <u>DAY SEE MAL</u> |
| 3 | <u>TREE</u> | 8 | <u>AIT</u> | | |
| 4 | <u>FOWER</u> | 9 | <u>NINER</u> | | |

- 3.5.2 When transmitting messages containing aircraft callsigns, flight levels, headings, wind direction and speed, pressure settings, frequencies, transponder codes, and aircraft speeds, each digit shall be transmitted separately. examples of this convention are as follows:

| | |
|----------------|--|
| SAA280 | Springbok <u>TOO</u> <u>AIT</u> <u>ZE-RO</u> |
| 18 knots | <u>WUN</u> <u>AIT</u> knots |
| FL180 | Flight Level <u>WUN</u> <u>AIT</u> <u>ZE-RO</u> |
| 330 degrees | <u>TREE</u> <u>TREE</u> <u>ZE-RO</u> degrees |
| 126.7 | <u>WUN</u> <u>TOO</u> <u>SIX</u> <u>DAY</u> <u>SEE</u> <u>MAL</u> <u>SEVEN</u> |
| FL200 | Flight Level <u>TOO</u> <u>ZE-RO</u> <u>ZE-RO</u> <u>TOO</u> <u>HUN DRED</u> |
| QNH1000 | QNH <u>WUN</u> <u>TOU</u> <u>SAND</u> |

3.6 Time

- 3.6.1 UTC and the 24-hour clock is to be used at all times.

- 3.6.2 When speaking a time value, normally only the minutes of the hour are required; each figure being pronounced separately. However, if there is any possibility of confusion the full four-figure group is to be spoken.

3.7 Standard Speech Abbreviations

The words and phrases shown in the table below are to be used whenever applicable.

| | |
|-----------------|--|
| ACKNOWLEDGE | Let me know that you have received and understood this message. |
| AFFIRM | Yes |
| APPROVED | Permission for proposed action granted. |
| BREAK | Indicates separation between messages. |
| BREAK BREAK | I hereby indicate the separation between messages transmitted to different aircraft in a very busy environment. |
| CANCEL | Annul the previously transmitted clearance. |
| CHECK | Examine a system or procedure. (Not to be used in any other context. No answer is normally expected). |
| CLEARED | Authorised to proceed under the conditions specified. |
| CONFIRM | I request verification of: (clearance, instruction, action, information) |
| CONTACT | Establish communications with ... |
| CORRECT | "True" or "Accurate" |
| CORRECTION | An error has been made in this transmission (or message indicated). The correct version is ... |
| DISREGARD | Ignore |
| GO AHEAD | Proceed with your message. Note. — The phrase "GO AHEAD" is not normally used in surface movement communications. |
| HOW DO YOU READ | What is the readability of my transmission? |
| I SAY AGAIN | I repeat for clarity or emphasis. |
| MAINTAIN | Continue in accordance with the condition(s) specified or in its literal sense, e.g. Maintain VFR. |
| MONITOR | Listen out on (frequency). |
| NEGATIVE | No or Permission not granted or That is not correct or Not capable. |
| OVER | My transmission is ended, and I expect a response from you. (Not normally used in VHF communications). |
| OUT | This exchange of transmissions is ended and no response is expected. (Not normally used in VHF communications). |
| READ BACK | Repeat all, or the specified part, of this message back to me exactly as received. |
| RECLEARED | A change has been made to your last clearance and this new clearance supersedes your previous clearance or part thereof. |
| REPORT | Pass me the following information ... |
| REQUEST | I should like to know ... or I wish to obtain ... |

| | |
|--------------|---|
| ROGER | I have received all of your last transmission. Note: Under no circumstances to be used in reply to a question requiring READ BACK or a direct answer in the affirmative (AFFIRM) or negative (NEGATIVE). |
| SAY AGAIN | Repeat all, or the following part, of your last transmission. |
| SPEAK SLOWER | Reduce your rate of speech. |
| STAND BY | Wait and I will call you. Note - The caller would normally re-establish contact if the delay is lengthy. STANDBY is not an approval or denial. |
| VERIFY | Check and confirm with originator. |
| WILCO | I understand your message and will comply with it. (Abbreviation for 'will comply'). |
| WORDS TWICE | a) As a request: Communication is difficult. Please send every word, or word group, twice. b) As information: Since communication is difficult every word or group of words, in this message will be sent twice. |

4 Radiotelephony Callsigns

4.1 Air Traffic Control Units

The RTF callsign of a ground station is normally the place name of that station to which a suffix is added to indicate the particular air traffic control service provided:

| Air Traffic Control Service | Suffix |
|-------------------------------------|-------------|
| Aerodrome Control | Tower |
| Ground Movement Control | Ground |
| Clearance Delivery | Delivery |
| Approach Control | Approach |
| Radar (in general) | Radar |
| Approach Control Radar - Arrivals | Arrival |
| Approach Control Radar - Departures | Departure |
| Precision Approach Radar | Precision |
| Area Control | Control |
| Flight Information | Information |
| Aeronautical Station | Radio |
| Apron Control | Apron |

4.2 Aircraft Callsigns

4.2.1 Aircraft are identified by one of the following types of callsigns:

- a) The five letter callsign of a South African registered aircraft, i.e. ZSABC;
- b) A foreign registered aircraft which may include a combination of characters, i.e. N38381, N21PS, VPABC;

- c) The registration of the aircraft preceded by the approved telephony designator of the operating company, i.e. Speedbird GBACD;
- d) The approved telephony designator of the airline followed by the flight number, i.e. SAA530.
- e) SANDF aircraft are issued with mission numbers or personalized callsigns. For security reasons they are changed often. These mission numbers will be supplied by the SANDF operations room.
- f) Formation flights; the name of the formation followed by the word "leader", i.e. SPADES LEADER.
- g) The aircraft type followed by the aircraft registration, i.e. APACHE ZSCMW.

4.2.2 Once satisfactory two way communication with an aircraft has been established controllers are permitted to abbreviate the callsign but only to the extent shown in the table below.

| | | | | | | |
|---------------|-------|-----------------|--------|--------|--------------|-----------------|
| Full callsign | GBCDR | Speedbird GBCDR | N31029 | N753DA | Apache ZSCMW | NTW310 |
| Abbreviation | GDR | Speedbird DR | N029 | N3DA | Apache MW | No abbreviation |

4.2.3 Aircraft in the heavy vortex wake category may include the word 'HEAVY' immediately following their callsign, on initial contact with an ATC Unit. The purpose of this call is to confirm the aircraft type and/or vortex category is the same as that stated on the flight progress strip.

4.3 Callsign Confusion

4.3.1 Controllers should be aware that the similarity of some aircraft callsigns can cause confusion which could lead to incidents. In many cases strict R/T discipline can alleviate the problem. Callsigns which contain three or more common digits are particularly liable to be confused.

4.3.2 When there is a likelihood that callsigns will be confused, the pilots of the aircraft concerned should be warned, especially when the flight number are identical, e.g. SAA515 and SFR515.

4.3.3 Callsign abbreviation must not be used when two aircraft on the same frequency have similar registrations e.g. ZS-SSB and VP-SSB. In this situation both aircraft are to be instructed to use the full callsign.

4.3.4 The omission of the company designator when it is an integral part of a callsign can lead to confusion with other numerical and literal information, e.g. levels, headings, reporting point designations, etc. It may also negate the 'alerting' effect on the pilot of hearing his own company designator. Therefore, company designators must always be used when they are part of a callsign.

5 Communication with Aircraft

5.1 Establishment of Contact

5.1.1 For aircraft being provided with an aerodrome control service, the initial call shall contain:-

- a) Designation of the station being called;

- b) The full callsign/ registration of the aircraft/ helicopter;

Note: Aircraft in the “Heavy” wake turbulence category shall include the word heavy after the callsign/ registration.

- c) Position; and

- d) Additional elements as required by the appropriate ATS authority.

5.1.2 The phrase ‘continue as cleared’ should not be used when replying to an initial call made by an aircraft which has been transferred from another frequency.

5.2 Continuation of Communications

5.2.1 Once satisfactory two-way contact with an aircraft has been established, controllers are permitted to shorten the procedures provided that no mistaken identity or confusion is likely to arise:

- a) It can be assumed that the aircraft is listening out and controllers may transmit messages without waiting for a reply from the aircraft.

- b) Phrases such as ‘over’, ‘roger’ ‘out’, may be omitted.

5.3 Text

5.3.1 Controllers are to compose the text of messages according to the requirements laid down for a particular procedure.

5.3.2 Messages should not contain more than three specific phrases comprising a clearance, instruction or pertinent information. In cases of doubt, e.g. a foreign pilot having difficulty with the English language or an inexperienced pilot unsure of the procedures, the number of items should be reduced and if necessary passed, and acknowledged, singly.

5.4 Standard Phrases

5.4.1 A list of standard phrases, under appropriate headings, appears in this section. The message is to be composed from one or more phrases but the whole phrase must be used.

5.4.2 The lists are not exhaustive and controllers may have to devise additional phrases for unusual situations. However, where a phrase does exist for a particular purpose it must be used.

5.5 Acknowledgement of Messages

5.5.1 Pilots are expected to acknowledge all messages. In some cases the sole use of the aircraft's call sign is sufficient. However, an acknowledgement only is not acceptable when a complete or abbreviated read back is required.

5.6 Pilot Read Back of Messages

5.6.1 Pilots are required to read back in full messages containing any of the following items:

- a) Taxi instructions
- b) Level instructions
- c) Heading instructions
- d) Speed instructions
- e) Airways or route clearances
- f) Approach clearances
- g) Runway-in-use
- h) Clearance to enter, land on, take-off, backtrack, cross or hold short of any active runway
- i) SSR operating instructions
- j) Altimeter settings
- k) VDF information
- l) Frequency changes
- m) Type of radar service
- n) Transition levels

5.6.2 Controllers are to prompt a pilot if a read back is not immediately forthcoming.

5.6.3 Errors in a read back must be corrected by the controller until the pilot gives an accurate read back.

5.6.4 Items which do not appear in the list above may be acknowledged with an abbreviated read back, e.g.

Clearance: 'After the B747 passing left to right, taxi to the holding point runway 21R.'

Abbreviated readback: 'After the B747, holding point 21R.'

5.7 Climb and Descent Clearances

5.7.1 Clearances to climb and descend are to include the expression 'flight level', 'altitude' or 'height'. The word 'to' after the verb must be used when clearing an aircraft to either an altitude, height or flight level. The following are examples of correct phraseology:

- a) 'Climb to flight level 350';
- b) 'Descend to flight level 240';
- c) 'Climb to altitude 2500 feet';
- d) 'Descend to height 1500 feet'.

5.7.2 The expression 're-cleared' shall not to be used.

5.8 Conditional Clearances

5.8.1 Conditional phrases such as *"behind the landing aircraft"* or *"after the departing aircraft"* shall not be used for movements affecting the active runway (s), except when the aircraft or vehicles concerned are seen by the appropriate controller or pilot.

5.8.2 The aircraft or vehicle causing the condition in the clearance issued shall be the first aircraft/ vehicle to pass in front of the aircraft concerned.

5.8.3 In all cases a conditional clearance shall be given in the following order and consist of:

- a) Identification;
- b) The condition;
- c) The clearance; and
- e) Brief reiteration of the condition,

For example:

"SAS941, behind DC9 on short final, line up behind".

Note: *This implies the need for the aircraft receiving the conditional clearance to identify the aircraft or vehicle causing the conditional clearance.*

5.9 Vehicle Driver Read Back of RTF Messages

5.9.1 Vehicle drivers are required to read back in full all messages containing instructions or clearances that relate to movement on the manoeuvring area.

5.9.2 *The controller shall listen to the read-back to ascertain that the instruction has been correctly acknowledged by the vehicle driver and shall take immediate action to correct any discrepancies revealed by the read-back.*

5.10 Transfer of Communications

- 5.10.1 To transfer communication with an aircraft to another unit, controllers shall pass instructions giving:-
- a) The identity of the unit to be contacted;
 - b) The frequency to be used for contact.
- 5.10.2 When the frequency of an aeronautical mobile service station is an intermediate 25 kHz the full figure will comprise 6 digits. However, controllers transferring aircraft to these frequencies are to use only the first 4 digits, e.g.:-

| Frequency | Spoken |
|-----------|--------|
| 124,725 | 124,7 |
| 119,775 | 119,7 |

- 5.10.3 If no further communication is received after acknowledgement, satisfactory transfer of communication may be assumed.

5.11 Transmission of Company Messages by Controllers

- 5.11.1 When requested by a company representative, controllers may transmit specific operational messages to aircraft subject to normal air traffic service requirements and shall prefix the transmission 'Company advise/request ...'
- 5.11.2 Where messages of a technical and complicated nature are involved it may be found advisable to permit direct speech between the originator of the message and the pilot. In such cases the company's representative may be permitted to use the RTF himself provided that his identity is announced before the message is passed and that the controller continues to monitor the frequency.
- 5.11.3 A message affecting the safety of an aircraft in flight (e.g. bomb warning, suspected damage to the aircraft, etc.) is to be passed to the commander immediately using the company representative's precise wording. An abbreviation or precis could be misunderstood and lead to a wasteful operation or even a dangerous situation.

5.12 Test Transmissions

- 5.12.1 All radio transmissions for test purposes shall be of the minimum duration necessary for the test and shall not continue for more than 10 seconds. The recurrence of such transmissions shall be kept to the minimum necessary for the test.
- 5.12.2 The nature of the test shall be such that it is identifiable as a test transmission and cannot be confused with other communications. To achieve this, the following format shall be used:
- a) The callsign of the ATSU being called;
 - b) Aircraft identification;
 - c) The words 'RADIO CHECK';
 - d) The frequency being used.

5.12.3 The operator of the ATSU being called will assess the transmission and will advise the aircraft making the test transmission in terms of the readability scale, together with a comment on the nature of any abnormality noted (i.e. excessive noise) using the following format:

- a) Aircraft identification;
- b) The callsign of the ATSU replying;
- c) READABILITY taken from the table below;
- d) Additional information with respect to any noted abnormality.

| Quality | Scale |
|--------------------------|-------|
| Unreadable | 1 |
| Readable now and then | 2 |
| Readable with difficulty | 3 |
| Readable | 4 |
| Perfectly readable | 5 |

5.12.4 For practical reasons it may be necessary for the controller at an ATSU to reply with 'STATION CALLING UNREADABLE'

5.13 Broadcast Transmissions

When an ATSU wishes to broadcast information to all aircraft likely to receive it, the message should be prefaced by the call 'All stations'. No reply is expected to such general calls unless individual stations are subsequently called upon to acknowledge receipt.

5.14 Inter-sector Coordination

Procedures for coordination and transfer of control between control sectors within the same ATC unit shall conform to the procedures applicable between ATC units. Direct-speech and/or data link communications shall be used in ground-ground communications for air traffic services purposes.

Where an Intercom Direct Speech link has been provided at an ATSU, all required inter-sector voice coordination, including the voice coordination between sectors within the same ATSU, shall be done via the intercom.

Chapter 2 Standard Phraseology

1. ATC Phraseology

1.1 Words in brackets indicate that specific information such as a flight level, a place or a time, etc, must be inserted to complete the phrase, or alternatively that optional phrases may be used. Words in square brackets indicate optional additional words or information that may be necessary in specific instances.

1.2 The following symbols should be noted in the following sub-paragraphs to differentiate between pilot and ATC specific responses:

* denotes pilot transmission.

§ denotes ATC response.

1.3 General Phraseology

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| Description of levels (subsequently referred to as "(level ") | a) FLIGHT LEVEL (<i>number</i>); or (<i>number</i>) FEET |
| Level changes, reports and rates | b) CLIMB (<i>or</i> DESCEND); Followed as necessary by: i) To (<i>level</i>); |
| ... clearance to climb on a SID which has published level and/or speed restrictions, where the pilot is to climb to the cleared level and comply with published level restrictions, follow the lateral profile of the SID; and comply with published speed restrictions or ATC issued speed control instructions as applicable. | z) CLIMB VIA SID TO (<i>level</i>) |
| ... clearance to cancel level restriction(s) of the vertical profile of a SID during climb | aa) [CLIMB VIA SID TO (<i>level</i>)], CANCEL LEVEL RESTRICTION(S) |
| ... clearance to cancel specific level restriction(s) of the vertical profile of a SID during climb | bb) [CLIMB VIA SID TO (<i>level</i>)], CANCEL LEVEL RESTRICTION(S) AT (<i>point(s)</i>) |
| ... clearance to cancel speed restrictions of a SID during climb | cc) [CLIMB VIA SID TO (<i>level</i>)], CANCEL SPEED RESTRICTION(S) |
| ... clearance to cancel specific speed restrictions of a SID during climb | dd) [CLIMB VIA SID TO (<i>level</i>)], CANCEL SPEED RESTRICTION(S) AT (<i>point(s)</i>) |
| ... clearance to climb and to cancel speed and level restrictions of a SID | ee) CLIMB UNRESTRICTED TO (<i>level</i>) (<i>or</i>) CLIMB TO (<i>level</i>), CANCEL LEVEL AND SPEED RESTRICTIONS |
| ... clearance to descend on a STAR which has published level and/or speed restrictions, where the pilot is to descend to the cleared level and comply with published level restrictions, follow the lateral profile of the STAR and comply with published speed restrictions or ATC issued speed control instructions. | ff) DESCEND VIA STAR TO (<i>level</i>) |
| ... clearance to cancel level restrictions of a STAR during descent | gg) [DESCEND VIA STAR TO (<i>level</i>)], CANCEL LEVEL RESTRICTION(S) |
| ... clearance to cancel specific level restrictions of a STAR during descent | hh) [DESCEND VIA STAR TO (<i>level</i>)], CANCEL LEVEL RESTRICTION(S) AT (<i>point(s)</i>) |
| ... clearance to cancel speed restrictions of a STAR during descent | ii) [DESCEND VIA STAR TO (<i>level</i>)], CANCEL SPEED RESTRICTION(S) |
| ... clearance to cancel specific speed restrictions of a STAR during descent | jj) [DESCEND VIA STAR TO (<i>level</i>)], CANCEL |

| | |
|---|--|
| SPEED RESTRICTION(S) AT (point(s)) ... clearance to descend and to cancel speed and level restrictions of a STAR | kk) DESCEND UNRESTRICTED TO (level) or DESCEND TO (level), CANCEL LEVEL AND SPEED RESTRICTIONS |
| ... clearance to cancel level restriction(s) of the vertical profile of a STAR during descent | cc) DESCEND TO (level) [LEVEL RESTRICTION(S) (STAR designator) CANCELLED (or) LEVEL RESTRICTION(S) (STAR designator) AT (point) CANCELLED] |
|instruction that a climb (or descent) to a level within the vertical range defined is to commence. | ii) TO AND MAINTAIN BLOCK (level) TO (level) |
| | iii) TO REACH (level) AT (or BY) (time or significant point); |
| | iv) REPORT LEAVING (or REACHING, or PASSING) (level); |
| | v) AT (number) FEET PER MINUTE [OR GREATER (or OR LESS)]; |
| For SST aircraft only | vi) REPORT STARTING ACCELERATION (or DECELERATION). |
| | c) MAINTAIN AT LEAST (number) (FEET) ABOVE (or BELOW) (aircraft call sign). |
| | d) REQUEST LEVEL (or FLIGHT LEVEL or ALTITUDE) CHANGE FROM (name of unit) [AT (time or significant point)]; |
| | e) STOP CLIMB (or DESCENT) AT (level); |
| | f) CONTINUE CLIMB (or DESCENT) TO (level); |
| | g) EXPEDITE CLIMB (or DESCENT) [UNTIL PASSING (level)]; |
| | h) WHEN READY CLIMB (or DESCEND) TO (level); |
| | i) EXPECT CLIMB (or DESCENT) AT (time or significant point); |
| | j) *REQUEST DESCENT AT (time); |
| ...to require action at a specific time or place. | k) IMMEDIATELY; |
| | l) AFTER PASSING (significant point); |
| | m) AT (time or significant point); |

| | |
|---|---|
|to require action when convenient | n) WHEN READY (<i>instruction</i>); |
| ...to require an aircraft to climb or descend maintaining own separation and VMC | o) MAINTAIN OWN SEPARATION AND VMC [FROM (<i>level</i>)] [TO (<i>level</i>)]; |
| | p) MAINTAIN OWN SEPARATION AND VMC ABOVE (<i>or</i> BELOW, <i>or</i> TO (<i>level</i>)); |
| ...when there is doubt that an aircraft can comply with a clearance or instruction | q) IF UNABLE (<i>alternative instructions</i>) AND ADVISE; |
|when a pilot is unable to comply with a clearance or instruction. | r) *UNABLE; |
| ...after a flight crew starts to deviate from any ATC clearance or instruction to comply with an ACAS resolution advisory (RA) (Pilot & controller interchange) | s) *TCAS RA |
| | t) § ROGER; |

| | |
|--|--|
| ... after the response to an ACAS RA is completed and a return to the ATC clearance or instruction is initiated (Pilot & controller interchange) | u) *CLEAR OF CONFLICT, RETURNING TO (<i>assigned clearance</i>); |
| | v) § ROGER (<i>or alternative instructions</i>); |
| ...after the response to an ACAS RA is completed and the assigned ATC clearance or instruction has been resumed (Pilot & controller interchange) | w) *CLEAR OF CONFLICT (<i>assigned clearance</i>) RESUMED; |
| | x) § ROGER (<i>or alternative instructions</i>); |
| ...after an ATC clearance or instruction contradictory to the ACAS RA is received, the flight crew will follow the RA and inform ATC directly (Pilot & controller interchange) | y) *UNABLE, TCAS RA; |
| | z) § ROGER |

1.4 Transfer of Control and/ or Frequency Change

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|---|
| | a) CONTACT (<i>unit call sign</i>) (<i>frequency</i>) [NOW]; |
| | b) AT (<i>or</i> OVER) (<i>time or place</i>) [<i>or</i> WHEN] [PASSING/LEAVING/REACHING](<i>level</i>) CONTACT (<i>unit call sign</i>) (<i>frequency</i>); |
| | c) IF NO CONTACT (<i>instructions</i>); |
| Note - An aircraft may be requested to "STAND BY" on a frequency when it is intended that the ATS unit will initiate | d) STAND BY FOR (<i>unit call sign/ frequency</i>); |

| | |
|---|---|
| communications soon and to "MONITOR" a frequency when information is being broadcast thereon. | |
| | e) *REQUEST CHANGE TO (<i>frequency</i>); |
| | f) FREQUENCY CHANGE APPROVED; |
| | g) MONITOR (<i>unit call sign</i>) (<i>frequency</i>); |
| | h) *MONITORING (<i>frequency</i>); |
| | i) WHEN READY CONTACT (<i>unit call sign</i>) (<i>frequency</i>); |
| | j) REMAIN THIS FREQUENCY. |

1.5 Change of Callsign

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| ... to instruct an aircraft to change its type of call sign | a) CHANGE YOUR CALL SIGN TO (<i>new call sign</i>) [UNTIL FURTHER ADVISED] |
| ...to advise an aircraft to revert to the call sign indicated in the flight plan. | b) REVERT TO FLIGHT PLAN CALL SIGN (<i>call sign</i>) [AT (<i>significant point</i>)] |

1.6 Traffic Information

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| | a) TRAFFIC (<i>information</i>); |
| ...to pass traffic information | b) NO REPORTED TRAFFIC; |
| ... to acknowledge traffic information | c) *LOOKING OUT; |
| | d) *TRAFFIC IN SIGHT; |
| | e) *NEGATIVE CONTACT [<i>reasons</i>]; |
| | f) [ADDITIONAL] TRAFFIC (<i>direction</i>) BOUND (<i>type of aircraft</i>) (<i>level</i>) ESTIMATED (<i>or OVER</i>) (<i>significant point</i>) AT (<i>time</i>); |
| | g) TRAFFIC IS (<i>classification</i>) UNANNOUNCED FREE BALLOON (S) WAS [<i>or ESTIMATED</i>] OVER (<i>place</i>) AT (<i>time</i>) REPORTED (<i>level(s)</i>) [<i>or LEVEL UNKNOWN</i>] MOVING (<i>direction</i>) (<i>other pertinent information, if any</i>). |

1.7 Meteorological Conditions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| | a) [SURFACE] WIND (number) DEGREES (speed) (units); |
| | b) WIND AT (level) (number) DEGREES (number) (KNOTS) |
| | <i>Note - Wind is always expressed by giving the mean direction and speed and any significant variations thereof.</i> |
| | c) VISIBILITY (distance) (units) [direction] |
| | d) RUNWAY VISUAL RANGE (or RVR) [RUNWAY (number)] (distance) (units); |
| | e) RUNWAY VISUAL RANGE (or RVR) RUNWAY (number) NOT AVAILABLE (or NOT REPORTED); |
| ... for multiple RVR observations | f) RUNWAY VISUAL RANGE (or RVR) [RUNWAY (number)] (first position) (distance) (units), (second position) (distance) (units), (third position) (distance) (units); |
| | <i>Note 1 - Multiple RVR observations are always representative of the touchdown zone, midpoint zone and the roll-out/stop zone respectively.</i> |
| | <i>Note 2 - Where reports for three locations are given the indication of these locations may be omitted, provided that the reports are passed in the order of touchdown zone, followed by the midpoint zone and ending with the roll-out/stop end zone report.</i> |
| ...in the event that RVR information on any one position is not available this information will be included in the appropriate sequence | g) RUNWAY VISUAL RANGE (or RVR) [RUNWAY (number)] (first position) (distance) (units), (second position) NOT AVAILABLE, (third position) (distance) (units); |
| | h) PRESENT WEATHER (details); |
| | i) CLOUD (amount, [(type)] and height of base) (units) (or SKY CLEAR); |
| | j) CAVOK; <i>Note - CAVOK pronounced CAV-O-KAY.</i> |
| | k) TEMPERATURE [MINUS] (number) (and/or DEW-POINT [MINUS] (number)); |
| | l) QNH (number) [(units)]; |

| | |
|--|---|
| | m) QFE (<i>number</i>) [(<i>units</i>)]; |
| | n) (<i>aircraft type</i>) REPORTED (<i>description</i>) ICING (or TURBULENCE) [IN CLOUD] (<i>area</i>) (<i>time</i>); |
| | o) REPORT FLIGHT CONDITIONS |

1.8 Position Reporting

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| ...to omit position reports until a specified position | a) NEXT REPORT AT (<i>significant point</i>); |
| | b) OMIT POSITION REPORTS [UNTIL (<i>specify</i>)]; |
| | c) RESUME POSITION REPORTING. |

1.9 Additional Reports

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| | a) REPORT PASSING (<i>significant point</i>); |
| ...to request a report at a specified place or distance. | b) REPORT (<i>distance</i>) MILES (GNSS or DME)FROM (<i>name of DME station</i>) (or <i>significant point</i>); |
| | c) (<i>distance</i>) MILES (GNSS or DME) FROM (<i>name of DME station</i>) (or <i>significant point</i>) |
| | d) REPORT PASSING (<i>three digits</i>) RADIAL (<i>name of VOR</i>) VOR; |
| ...to request a report of present position | e) REPORT (GNSS or DME) DISTANCE FROM (<i>significant point</i>) or (<i>name of DME station</i>); |
| ... to report present position | f) (<i>distance</i>) MILES (GNSS or DME) FROM (<i>name of DME station</i>)or(<i>significant point</i>) |

1.10 Aerodrome Information

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| <p>Note 1.— See 11.4.3.4.3 for requirements for passing RCR to pilots.</p> <p>Note 2.— This information is provided for runway thirds or the full runway, as applicable</p> | <p>a) (<i>location</i>)RUNWAY (<i>number</i>) SURFACE CONDITION CODE (<i>three digit number</i>) following as necessary by:</p> <ol style="list-style-type: none"> 1. ISSUED AT (<i>date and time UTC</i>); 2. DRY, or WET ICE, or WATER ON TOP OF COMPACTED SNOW, or DRY SNOW, or DRY SNOW ON TOP OF ICE, or WET SNOW ON TOP OF ICE, or ICE, or SLUSH, or STANDING WATER, or COMPACTED |

SNOW, or WET SNOW, or DRY SNOW ON TOP OF COMPACTED SNOW, or WET SNOW ON TOP OF COMPACTED SNOW, or WET, or FROST;

3. DEPTH ((depth of deposit) MILLIMETRES or NOT REPORTED);

4. COVERAGE ((number) PERCENT or NOT REPORTED);

5. ESTIMATED SURFACE FRICTION (GOOD, or GOOD TO MEDIUM, or MEDIUM, or MEDIUM TO POOR, or POOR, or WORSE THAN POOR);

6. AVAILABLE WIDTH (number) METRES;

7. LENGTH REDUCED TO (number) METRES;

8. DRIFTING SNOW;

9. LOOSE SAND;

10. CHEMICALLY TREATED;

11. SNOWBANK (number) METRES [LEFT, or RIGHT or LEFT AND RIGHT] [OF or FROM] CENTRELINE;

12. TAXIWAY (identification of taxiway) SNOWBANK (number) METRES [LEFT, or RIGHT or LEFT AND RIGHT] [OF or FROM] CENTRELINE;

13. ADJACENT SNOWBANKS;

14. TAXIWAY (identification of taxiway) POOR;

15. APRON (identification of apron) POOR;

16. Plain language remarks

b) . . .

e) CAUTION (specify reasons) RIGHT (or LEFT), (or BOTH SIDES) OF RUNWAY [(number)];

. . .

g) BRAKING ACTION REPORTED BY (aircraft type) AT (time) GOOD (or GOOD TO MEDIUM, or MEDIUM, or MEDIUM TO POOR, or POOR);

h) TAXIWAY identification of taxiway WET [or STANDING WATER, or SNOW REMOVED (length and width as applicable), or TREATED, or COVERED WITH PATCHES OF DRY SNOW (or WET SNOW, or COMPACTED SNOW, or SLUSH, or FROZEN SLUSH, or ICE, or WET ICE, or ICE UNDERNEATH, or ICE AND SNOW, or SNOWDRIFTS, or FROZEN RUTS AND RIDGES)];

| | |
|--|---|
| | i) TOWER OBSERVES (weather information); j) PILOT REPORTS (weather information). |
| | |
| | |

1.11 **Operational Status of Visual and Non-Visual Aids**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) <i>(specific visual or non-visual aid)</i> RUNWAY <i>(number)</i> <i>(description of deficiency)</i> ; |
| | b) <i>(type)</i> LIGHTING <i>(unserviceability)</i> ; |
| | c) ILS CATEGORY <i>(category)</i> <i>(serviceability state)</i> ; |
| | d) TAXIWAY LIGHTING <i>(description of deficiency)</i> ; |
| | e) <i>(type of visual approach slope indicator)</i> RUNWAY <i>(number)</i> <i>(description of deficiency)</i> ; |

2 **Area Control Service**

2.1 **Issuance of a Clearance**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) <i>(name of unit)</i> CLEARS <i>(aircraft call sign)</i> ; |
| | b) <i>(aircraft call sign)</i> CLEARED TO; |
| | c) RECLEARED <i>(amended clearance details)</i> [REST OF CLEARANCE UNCHANGED]; |
| | d) RECLEARED <i>(amended route portion)</i> TO <i>(significant point of original route)</i> [REST OF CLEARANCE UNCHANGED] |

| | |
|--|---|
| | e) ENTER CONTROLLED AIRSPACE (or CONTROL ZONE) [VIA <i>(significant point or route)</i>] AT <i>(level)</i> [AT <i>(time)</i>]; |
| | f) LEAVE CONTROLLED AIRSPACE (or CONTROL ZONE) [VIA <i>(significant point or route)</i>] AT <i>(level)</i> (or CLIMBING, or DESCENDING); |

| | |
|--|---|
| | g) JOIN (<i>specify</i>) AT (<i>significant point</i>) AT (<i>level</i>) [AT (<i>time</i>)] |
|--|---|

2.2 Indication of Route and Clearance Limit

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) FROM (<i>location</i>) TO (<i>location</i>); |
| | b) TO (<i>location</i>), Followed as necessary by : i) Direct; ii) VIA (<i>route and/or significant points</i>); iii) FLIGHT PLANNED ROUTE; iv) VIA (<i>distance</i>) DME ARC (<i>direction</i>) OF (<i>name of DME station</i>); |
| | c) (<i>Route</i>) NOT AVAILABLE DUE (<i>reason</i>) ALTERNATIVE[S] IS/ARE (<i>routes</i>) ADVISE. |

2.3 Maintenance Of Specified Levels

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) MAINTAIN (<i>level</i>) [TO (<i>significant point</i>)]; |
| | b) MAINTAIN (<i>level</i>) UNTIL PASSING (<i>significant point</i>); |
| | c) MAINTAIN (<i>level</i>) UNTIL PASSING (<i>significant point</i>); |
| | d) MAINTAIN (<i>level</i>) UNTIL (<i>time</i>); |
| | e) MAINTAIN (<i>level</i>) UNTIL ADVISED BY (<i>name of unit</i>); |
| | f) MAINTAIN (<i>level</i>) UNTIL FURTHER ADVISED; |
| | g) MAINTAIN (<i>level</i>) WHILE IN CONTROLLED AIRSPACE; |
| | h) MAINTAIN BLOCK (<i>level</i>) TO (<i>level</i>). |
| | <i>Note - the term "MAINTAIN" is not to be used in lieu of "DESCEND" or "CLIMB" when instructing an aircraft to change level.</i> |

2.4 Specification Of Cruising Level

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) CROSS (<i>significant point</i>) AT (<i>or ABOVE, or BELOW</i>) (<i>level</i>); |
| | b) CROSS (<i>significant point</i>) AT (<i>time</i>) OR LATER (<i>or BEFORE</i>) AT (<i>level</i>); |
| | c) CRUISE CLIMB BETWEEN (<i>levels</i>) (<i>or ABOVE</i>) (<i>level</i>); |
| | d) CROSS (<i>distance</i>) MILES, (GNSS or DME) [(<i>direction</i>)] OF (<i>name of DME station</i>) AT (<i>or ABOVE or BELOW</i>) (<i>level</i>). |

2.5 Emergency Descent

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) *EMERGENCY DESCENT (<i>intentions</i>); |
| | b) ATTENTION ALL AIRCRAFT IN THE VICINITY OF [<i>or AT</i>] (<i>significant point or location</i>) EMERGENCY DESCENT IN PROGRESS FROM (<i>level</i>) (<i>followed as necessary by specific instructions, clearances, traffic information, etc</i>) |

2.6 If Clearance Cannot Be Issued Immediately Upon Request

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | EXPECT CLEARANCE (<i>or type of clearance</i>) AT (<i>time</i>). |

2.7 Separation Instructions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) CROSS (<i>significant point</i>) AT (<i>time</i>) [OR LATER (<i>or OR BEFORE</i>)]; |
| | b) ADVISE IF ABLE TO CROSS (<i>significant point</i>) AT (<i>time or level</i>); |
| | c) MAINTAIN MACH (<i>number</i>) [OR GREATER (<i>or OR LESS</i>) [UNTIL (<i>significant point</i>)]; |
| | d) DO NOT EXCEED MACH (<i>number</i>); |

2.8 Instructions Associated With Flying A Track (Offset), Parallel To The Cleared Route.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) ADVISE IF ABLE TO PROCEED PARALLEL OFFSET; |
| | b) PROCEED OFFSET (<i>distance</i>) RIGHT/LEFT OF (<i>route</i>) (<i>track</i>) [CENTRE LINE] [AT (<i>significant point or time</i>)] [UNTIL (<i>significant point or time</i>)]; |
| | c) CANCEL OFFSET (<i>instructions to rejoin cleared flight route or other information</i>). |

3 Approach Control Service

3.1 Departure Instructions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) [AFTER DEPARTURE] TURN RIGHT (<i>or</i> LEFT) HEADING (<i>three digits</i>) (<i>or</i> CONTINUE RUNWAY HEADING) (<i>or</i> TRACK EXTENDED CENTRE LINE) TO (<i>level or significant point</i>) [<i>other instructions as required</i>]; |
| | b) AFTER REACHING (<i>or</i> PASSING) (<i>level or significant point</i>) (<i>instructions</i>); |
| | c) TURN RIGHT (<i>or</i> LEFT) HEADING (<i>three digits</i>) TO (<i>level</i>) [TO INTERCEPT (<i>track, route, airway, etc</i>)]; |
| | d) (<i>standard departure name and number</i>) DEPARTURE; |
| | e) TRACK (<i>three digits</i>) DEGREES [MAGNETIC (<i>or</i> TRUE)] TO (<i>or</i> FROM) (<i>significant point</i>) UNTIL (<i>time, or</i> REACHING (<i>fix or significant point or level</i>)) [BEFORE PROCEEDING ON COURSE]; |

| | |
|--|--|
| | f) CLEARED VIA (<i>designation</i>). |
| ...clearance to proceed direct with advance notice of a future instruction to rejoin the SID | CLEARED DIRECT (waypoint) EXPECT TO REJOIN SID [(sid designator)] [AT (waypoint)] Then REJOIN SID [(sid designator)] [AT (waypoint)] h) CLEARED DIRECT (waypoint) then g) REJOIN SID (sid designator) AT (waypoint) |

Note - Conditions associated with the use of these phrases are in Part III, 12.2. (Doc 4444).

3.2 Approach Instructions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| ...clearance to proceed direct with advance notice of a future instruction to rejoin the STAR | <p>CLEARED (or PROCEED-(designation) ARRIVAL;</p> <p>b) CLEARED TO (clearance limit) VIA (designation)</p> <p>c) CLEARED (or PROCEED) VIA (details of the route</p> <p>a) to be followed)</p> <p>d) CLEARED DIRECT (waypoint) EXPECT REJOIN STAR [(star designator)] AT (waypoint) then</p> <p>REJOIN STAR [(star designator)] [AT (waypoint)]</p> <p>e) CLEARED DIRECT (waypoint) then</p> <p>REJOIN STAR (star designator) AT (waypoint)</p> <p>d)f) CLEARED (type of approach) APPROACH [RUNWAY (number)];</p> |
| ... when a pilot requests a visual approach | <p>b) CLEARED (type of approach) RUNWAY (number) FOLLOWED BY CIRCLING TO RUNWAY (number);</p> <p>c) CLEARED APPROACH [RUNWAY (number)];</p> <p>d) COMMENCE APPROACH AT (time);</p> <p>e) *REQUEST STRAIGHT-IN [(type of approach)] APPROACH [RUNWAY (number)];</p> <p>f) CLEARED STRAIGHT-IN [(type of approach)] APPROACH [RUNWAY (number)];</p> <p>g) REPORT VISUAL;</p> <p>h) REPORT RUNWAY [LIGHTS] IN SIGHT;</p> <p>i) *REQUEST VISUAL APPROACH;</p> <p>j) CLEARED VISUAL APPROACH RUNWAY (number);</p> |
| ... to request if a pilot is able to accept a visual approach | <p>k) ADVISE ABLE TO ACCEPT VISUAL APPROACH RUNWAY (number);</p> <p>l) CLEARED VISUAL APPROACH RUNWAY (number), MAINTAIN OWN SEPARATION FROM PRECEDING (aircraft type and wake turbulence category as appropriate) [CAUTION WAKE TURBULENCE]</p> |
| | <p>p) * REQUEST VMC DESCENT</p> <p>q) MAINTAIN OWN SEPARATION;</p> <p>r) MAINTAIN VMC;</p> |
| | <p>s) ARE YOU FAMILIAR WITH (name) APPROACH PROCEDURE;</p> |

| | |
|--|--|
| | t) *REQUEST (<i>type of approach</i>) APPROACH [RUNWAY (<i>number</i>)]; |
| | u) REQUEST (<i>RNAV plain language designator</i>); |
| | v) CLEARED (<i>RNAV plain language designator</i>); |

3.3 Holding Clearances

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
|visual | a) HOLD VISUAL [OVER] (<i>position</i>), (or BETWEEN (<i>two prominent landmarks</i>)); |
| ...published holding procedure over a facility or fix | b) CLEARED (or PROCEED) TO (<i>significant point, name of facility or fix</i>) [MAINTAIN (or CLIMB or DESCEND TO) (<i>level</i>)] HOLD [(<i>direction</i>)] AS PUBLISHED EXPECT APPROACH CLEARANCE (or FURTHER CLEARANCE) AT (<i>time</i>); |
| | c) * REQUEST HOLDING INSTRUCTIONS; |
| ...when a detailed holding clearance is required. | d) CLEARED (or PROCEED) TO (<i>significant point, name of facility or fix</i>) [MAINTAIN (or CLIMB or DESCEND TO) (<i>level</i>)] HOLD [(<i>direction</i>)] [(<i>specified</i>) RADIAL, COURSE, INBOUND TRACK (<i>three digits</i>) DEGREES] [RIGHT (or LEFT) HAND PATTERN] [OUTBOUND TIME (<i>number</i>) MINUTES] EXPECT APPROACH CLEARANCE (or FURTHER CLEARANCE) AT (<i>time</i>) (<i>additional instructions, if necessary</i>); |
| | e) CLEARED TO THE (<i>three digits</i>) RADIAL OF THE (<i>name</i>) VOR AT (<i>distance</i>) DME FIX [MAINTAIN (or CLIMB or DESCEND TO) (<i>level</i>)] HOLD [(<i>direction</i>)] [RIGHT (or LEFT) HAND PATTERN] [OUTBOUND TIME (<i>number</i>) MINUTES] EXPECT APPROACH CLEARANCE (or FURTHER CLEARANCE) AT (<i>time</i>) (<i>additional instructions, if necessary</i>); |
| | f) CLEARED TO THE (<i>three digits</i>) RADIAL OF THE (<i>name</i>) VOR AT (<i>distance</i>) DME FIX [MAINTAIN (or CLIMB or DESCEND TO) (<i>level</i>)] HOLD BETWEEN (<i>distance</i>) AND (<i>distance</i>) DME [RIGHT (or LEFT) HAND PATTERN] EXPECT APPROACH CLEARANCE (or FURTHER CLEARANCE) AT (<i>time</i>) (<i>additional instructions, if necessary</i>). |

3.4 Expected Approach Time

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) NO DELAY EXPECTED; |
| | b) EXPECTED APPROACH TIME (<i>time</i>); |
| | c) REVISED EXPECTED APPROACH TIME (<i>time</i>); |
| | d) DELAY NOT DETERMINED (<i>reasons</i>). |

4 Phraseologies for Use on And In The Vicinity of the Aerodrome

4.1 Identification of Aircraft

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------|
| | SHOW LANDING LIGHTS. |

4.2 Acknowledgement by Visual Means

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) ACKNOWLEDGE BY MOVING AILERONS (<i>or</i> RUDDER); |
| | b) ACKNOWLEDGE BY ROCKING WINGS; |
| | c) ACKNOWLEDGE BY FLASHING LANDING LIGHTS; |

4.3 Starting Procedures

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|--|
| ...to request permission to start engines | a) * [<i>aircraft location</i>] REQUEST START UP; b) * [<i>aircraft location</i>] REQUEST START UP, INFORMATION (<i>ATIS identification</i>); |
| ...ATC replies | c) § START UP APPROVED; |
| | d) § START UP AT (<i>time</i>); |
| | e) § EXPECTED START UP AT (<i>time</i>); |
| | f) § START UP AT OWN DISCRETION; |
| | g) § EXPECT DEPARTURE (<i>time</i>) START UP AT OWN DISCRETION. |

4.4 Push-Back Procedures

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|--|
| <i>Note - When local procedures so prescribe, authorisation for pushback should be obtained from the control tower.</i> | |
| ...aircraft/ATC | a) *[aircraft location] REQUEST PUSHBACK; |
| | b) § PUSHBACK APPROVED; |
| | c) § STAND BY; |
| | d) § PUSHBACK AT OWN DISCRETION; |
| | e) § EXPECT (number) MINUTES DELAY DUE (reason); |

4.5 Towing Procedures

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| † Denotes transmission from aircraft/ tow vehicle combination. | a) † REQUEST TOW [company name] (aircraft type) FROM (location) TO (location); |
| ...ATC response | b) § TOW APPROVED VIA (specific routing to be followed); |
| | c) § HOLD POSITION; |
| | d) § STAND BY. |

4.6 To Request Time Check and/ Or Aerodrome Data for Departure

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|---|
| | a) *REQUEST TIME CHECK; |
| | b) TIME (time); |
| ...when no ATIS broadcast is available | c) *REQUEST DEPARTURE INFORMATION; |
| | d) RUNWAY (number), WIND (direction and speed) (units) QNH (or QFE) (number) [(units)] TEMPERATURE [MINUS] (number), [VISIBILITY (distance) (units) (or RUNWAY VISUAL RANGE (or RVR) (distance) (units)] [TIME (time)]. |
| | <i>Note - If multiple visibility and RVR observations are available, those that represent the roll-</i> |

out/stop end zone should be used for take-off.

4.7 **Taxi Procedures**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| ...for departure | a) *[aircraft type] [wake turbulence category if "heavy"] [aircraft location] REQUEST TAXI [intentions]; |
| | b) *[aircraft type] [wake turbulence category if "heavy"] [aircraft location] (flight rules) TO (aerodrome of destination) REQUEST TAXI [intentions]; |
| | c) TAXI TO HOLDING POINT [number] [RUNWAY (number)] [HOLD SHORT OF RUNWAY (number) or, CROSS RUNWAY (number)] [TIME (time)]; |
| ...where detailed taxi instructions are required | d) *[aircraft type] [wake turbulence category if "heavy"] REQUEST DETAILED TAXI INSTRUCTIONS; |
| | e) TAXI TO HOLDING POINT [(number)] [RUNWAY (number) VIA (specific route to be followed) [TIME (time)] [HOLD SHORT OF RUNWAY (number) or, CROSS RUNWAY (number)]; |
| ...where aerodrome information is not available from an alternative source such as ATIS | f) TAXI TO HOLDING POINT [(number)] (followed by aerodrome information as applicable) [TIME (time)]; |
| | g) TAKE (or TURN) FIRST (or SECOND) LEFT (or RIGHT); |
| | h) TAXI VIA (identification of taxiway); |
| | i) TAXI VIA RUNWAY (number); |
| | j) TAXI TO TERMINAL (or other location, e.g. GENERAL AVIATION AREA) [STAND (number)]; |
| ...for helicopter operations | k) * REQUEST AIR-TAXIING FROM (or VIA) TO (location or routing as appropriate); |
| | l) § AIR-TAXI TO (or VIA) (location or routing as appropriate) [CAUTION (dust, blowing snow, loose debris, taxiing light aircraft, personnel, etc.)] |
| | a) § AIR TAXI VIA (direct, as requested, or |

| | |
|-------------------|---|
| | specified route) TO (location, heliport, operating or movement area, active or inactive runway). AVOID (aircraft or vehicles or personnel); |
|after landing | b) * REQUEST BACKTRACK; |
| | c) BACKTRACK APPROVED; |
| | d) BACKTRACK RUNWAY (number); |
| | q) *[(aircraft location)] REQUEST TAXI TO (destination on aerodrome); |
| | r) TAXI STRAIGHT AHEAD; |
| | aa) TAXI WITH CAUTION; |
| | bb) GIVE WAY TO (description and position of other aircraft); |
| | cc) *GIVING WAY TO (traffic); |
| | dd) *TRAFFIC (or type of aircraft) IN SIGHT; |
| | ee) TAXI INTO HOLDING BAY; |
| | ff) FOLLOW (description of other aircraft or vehicle); |
| | gg) VACATE RUNWAY; |
| | hh) *RUNWAY VACATED; |
| | ii) EXPEDITE TAXI [(reason)]; |
| | jj) * EXPEDITING; |
| | kk) [CAUTION] TAXI SLOWER [reason]; |
| | ll) *SLOWING DOWN. |

4.8 Holding

| Circumstances | Phraseologies |
|--|--|
| ... to hold not closer to a runway than specified in Section 3, Chapter 1, Para 4.7. | a) ‡ HOLD (direction) OF (position, runway number, etc); |
| | a) ‡ HOLD POSITION; |
| | b) ‡ HOLD (distance) FROM (position); |
| | c) ‡HOLD SHORT OF (position); |

| | |
|--|--|
| | d) *HOLDING; |
| | e) *HOLDING SHORT. |
| | ‡ Requires specific acknowledgement from the pilot. |
| | The procedure words ROGER and WILCO is insufficient acknowledgement of the instructions HOLD, HOLD POSITION and HOLD SHORT OF (<i>position</i>). In each case the acknowledgment shall be by the phraseology HOLDING or HOLDING SHORT, as appropriate. |

4.9 To Cross A Runway

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) * REQUEST CROSS RUNWAY (<i>number</i>); <i>Note - If the control tower is unable to see the crossing aircraft (e.g. night, low visibility, etc), the instruction should always be accompanied by a request to report when the aircraft has vacated and is clear of the runway.</i> |
| | b) CROSS RUNWAY (<i>number</i>) [REPORT VACATED]; |
| | c) EXPEDITE CROSSING RUNWAY (<i>number</i>) TRAFFIC (<i>aircraft type</i>) (<i>distance</i>) (MILES) FINAL; |
| | d) TAXI TO HOLDING POINT [<i>number</i>] [RUNWAY (<i>number</i>) VIA (<i>specific route to be followed</i>)], [HOLD SHORT OF RUNWAY (<i>number</i>) or [CROSS RUNWAY (<i>number</i>)]. |

| | |
|--|---------------------|
| <i>Note - The pilot will, when requested, report "RUNWAY VACATED" when the aircraft is well clear of the runway.</i> | c) *RUNWAY VACATED. |
|--|---------------------|

4.10 Preparation for Take-Off

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) UNABLE TO ISSUE (<i>designator</i>) DEPARTURE (<i>reasons</i>); |
| | b) REPORT WHEN READY [FOR DEPARTURE]; |

| | |
|--|--|
| | c) ARE YOU READY [FOR DEPARTURE]? ; |
| | d) ARE YOU READY FOR IMMEDIATE DEPARTURE? ; |
| | e) *READY; |
| ... if unable to issue take-off clearance | f) STANDBY DEPARTURE |
| ...clearance to enter runway and await take-off clearance | g) LINE UP [AND WAIT]; |
| | h) # LINE UP RUNWAY (<i>number</i>); |
| | i) LINE UP. BE READY FOR IMMEDIATE DEPARTURE; |
| ... conditional clearances | j) II (<i>condition</i>) LINE UP (<i>brief reiteration of the condition</i>).; |
| ...acknowledgement of a conditional clearance | k) *(<i>condition</i>) LINING UP; |
| ...confirmation or otherwise correction of the readback of conditional clearance | l) [THAT IS] CORRECT (<i>or</i> NEGATIVE) [I SAY AGAIN] ... (<i>as appropriate</i>). |
| | # Where there is the possibility of confusion during multiple runway operations. |
| | II <i>Provisions concerning the use of conditional clearances are contained in Section 8, Chapter1, Paragraph 5.8.</i> |

4.11 Take-Off Clearance

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|---|
| | a) RUNWAY (<i>number</i>) CLEARED FOR TAKE-OFF [REPORT AIRBORNE]; |
| ...when reduced runway separation is used. | b) (<i>traffic information</i>) RUNWAY (<i>number</i>) CLEARED FOR TAKE-OFF; |
| ...when take-off clearance has not been complied with. | c) TAKE-OFF IMMEDIATELY OR VACATE RUNWAY [(<i>instructions</i>)]; |
| | d) TAKE OFF IMMEDIATELY OR HOLD SHORT OF RUNWAY; |
| ...to cancel a take-off clearance. | e) HOLD POSITION, CANCEL TAKE-OFF I SAY AGAIN CANCEL TAKE-OFF (<i>reasons</i>); |
| | f) *HOLDING; |

| | |
|---|---|
| ... to stop a take-off after an aircraft has commenced take-off roll. | g) STOP IMMEDIATELY [(repeat aircraft call sign) STOP IMMEDIATELY]; |
| | h) *STOPPING; |
| ...for helicopter operations | i) CLEARED FOR TAKE-OFF [FROM (location)] (present position, taxiway, final approach and take-off area, runway and number); |
| | j) * REQUEST DEPARTURE INSTRUCTIONS; |
| | k) AFTER DEPARTURE TURN RIGHT (or LEFT or CLIMB) (instructions as appropriate); |
| | Note - HOLDING and STOPPING are the procedural responses to (e) and (g) respectively. |

4.12 Turn or Climb Instructions After Take-Off

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| | a) REQUEST RIGHT (or LEFT) TURN |
| | b) RIGHT (or LEFT) TURN APPROVED; |
| | c) WILL ADVISE LATER FOR RIGHT (or LEFT) TURN; |
| ...to request airborne time | d) REPORT AIRBORNE; |
| | e) AIRBORNE (time); |
| | f) AFTER PASSING (level) (instructions); |
| ... heading to be followed | g) CONTINUE RUNWAY HEADING (instructions); |
| ...when a specific track is to be followed | h) TRACK EXTENDED CENTRE LINE (instructions); |
| | i) CLIMB STRAIGHT AHEAD (instructions); |

4.13 Entering an Aerodrome Traffic Circuit

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) *[aircraft type] (position) (level) FOR LANDING; |
| | b) JOIN [(direction of circuit)] (position in circuit) (runway number) [SURFACE WIND] (direction and speed) (units) [TEMPERATURE [MINUS] (number)] QNH (or QFE) (number) [(units)] [TRAFFIC detail] ; |
| | c) MAKE STRAIGHT-IN APPROACH, RUNWAY |

| | |
|--|--|
| | (number) [SURFACE] WIND (direction and speed) (units) [TEMPERATURE [MINUS] (number)] QNH (or QFE) (number) [(units)] [TRAFFIC (detail)]; |
| ... when right hand traffic circuit in use | d) JOIN RIGHT HAND (position in circuit) (runway number) [SURFACE] WIND (direction and speed) (units) [TEMPERATURE [MINUS] (number)] QNH (or QFE) (number) [(units)] [TRAFFIC (detail)]; |
| ...when ATIS information is available | e) *(aircraft type) (position) (level) INFORMATION (ATIS identification) FOR LANDING; |
| | f) JOIN (position in circuit) [RUNWAY (number)] QNH (or QFE) (number) [(units)] [TRAFFIC (detail)]. |

4.14 In the Circuit

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) *(position in circuit, e.g. DOWNWIND/FINAL); |
| | b) NUMBER... FOLLOW (aircraft type and position) [additional instructions if required]. |

4.15 Approach Instructions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|--|
| <p>Note - The report "LONG FINAL" is made when an aircraft turns on to final approach at a distance greater than 7km (4NM) from touchdown or when an aircraft on a straight-in approach is 15km (8NM) from touchdown. In both cases a report "FINAL" is required at 7km (4NM) from touchdown.</p> | a) MAKE SHORT APPROACH; |
| | b) MAKE LONG APPROACH (or EXTEND DOWNWIND); |
| | c) REPORT BASE (or FINAL, or LONG FINAL); |
| | d) CONTINUE APPROACH [PREPARE FOR POSSIBLE GO AROUND]. |

4.16 Landing Clearance

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| | a) RUNWAY (number) CLEARED TO LAND; |
| ... when reduced runway separation is used. | b) (traffic information) RUNWAY (number) CLEARED TO LAND; |
| ...special operations | c) CLEARED TOUCH AND GO; |
| | d) MAKE FULL STOP; |

| | |
|--|---|
| ...to make an approach along, or parallel to a runway, descending to an agreed minimum level | e) *REQUEST LOW APPROACH (<i>reasons</i>); |
| | f) CLEARED LOW APPROACH [RUNWAY (<i>number</i>)] [(<i>altitude restriction if required</i>) (<i>go around instructions</i>)]; |
| ... to flypast the control tower or other observation point for the purpose of visual inspection by persons on the ground. | g) *REQUEST LOW PASS (<i>reasons</i>); |
| | h) CLEARED LOW PASS [<i>as in f</i>]; |
| ... for helicopter operations. | i) *REQUEST STRAIGHT-IN (<i>or</i>) CIRCLING APPROACH, LEFT (<i>or</i>) RIGHT TURN TO (<i>location</i>); |
| | j) MAKE STRAIGHT-IN (<i>or</i>) CIRCLING APPROACH, LEFT (<i>or</i>) RIGHT TURN TO (<i>location, runway, taxiway, final approach and take-off area</i>)[ARRIVAL (<i>or</i>) ARRIVAL ROUTE] (<i>number, name or code</i>) [HOLD SHORT OF (<i>active runway, extended runway centre line, other</i>)] [REMAIN (<i>direction or distance</i>) FROM (<i>runway, runway centre line, other helicopter or aircraft</i>)] [CAUTION (<i>power lines, unlighted obstructions, wake turbulence, etc</i>)] CLEARED TO LAND. |

4.17 Delaying Aircraft

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) CIRCLE THE AERODROME; |
| | b) ORBIT (RIGHT, <i>or</i> LEFT) [FROM PRESENT POSITION]; |
| | c) MAKE ANOTHER CIRCUIT. |

4.18 Missed Approach

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------|
| | a) GO AROUND; |
| | b) *GOING AROUND. |

4.19 Information to Aircraft

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|-------------------------------|
| ...when pilot requested visual inspection | a) LANDING GEAR APPEARS DOWN; |

| | |
|-----------------|--|
| of landing gear | |
| | b) RIGHT (or LEFT, or NOSE) WHEEL APPEARS UP (or DOWN); |
| | c) WHEELS APPEAR UP; |
| | d) RIGHT (or LEFT, or NOSE) WHEEL DOES NOT APPEAR UP (or DOWN); |
| | e) CAUTION WAKE TURBULENCE [FROM ARRIVING (or DEPARTING) (type of aircraft)] [additional information as required]; |
| | f) CAUTION JET BLAST; |
| | g) CAUTION SLIPSTREAM. |

4.20 Runway Vacating and Communications after Landing

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--------------------------------|--|
| | a) CONTACT GROUND (frequency); |
| | b) WHEN VACATED CONTACT GROUND (frequency); |
| | c) EXPEDITE VACATING; |
| | d) YOUR STAND (or GATE) (designation); |
| | e) TAKE (or TURN) FIRST (or SECOND, or CONVENIENT) LEFT (or RIGHT) AND CONTACT GROUND (frequency); |
| ... for helicopter operations. | f) AIR-TAXI TO HELICOPTER STAND (or) HELICOPTER PARKING POSITION (area); |

| | |
|--|---|
| | g) AIR-TAXI TO (or VIA) (location or routing as appropriate) [CAUTION (dust, blowing snow, loose debris, taxing light aircraft, personnel, etc)]; |
| | h) AIR-TAXI VIA (direct, as requested, or specified route) TO (location, heliport, operating or movement area, active or inactive runway). AVOID (aircraft or vehicles or personnel). |

5 Coordination Between ATS Units

5.1 Estimates and Revisions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|---|
| | a) ESTIMATE [<i>direction of flight</i>] (<i>aircraft call sign</i>) [SQUAWKING (<i>SSR Code</i>)] (<i>type</i>) ESTIMATED (<i>significant point</i>) (<i>time</i>) (<i>level</i>) (or DESCENDING FROM (<i>level</i>) TO (<i>level</i>)) [SPEED (<i>filed TAS</i>)] (<i>route</i>) [REMARKS]; |
| ...sending unit | b) ESTIMATE (<i>significant point</i>) ON (<i>aircraft call sign</i>); |
| ...receiving unit reply (if flight plan details are not available) | c) NO DETAILS; |
| ...receiving unit reply (if flight plan details are available) | (<i>aircraft type</i>) (<i>destination</i>); |
| ...sending unit reply. | [SQUAWKING (<i>SSR Code</i>) [ESTIMATED] (<i>significant point</i>) (<i>time</i>) AT (<i>level</i>); Note - In the event that flight plan details are not available the receiving station shall reply to b) NO DETAILS and transmitting station shall pass full estimate as in a). |
| | d) ESTIMATE UNMANNED FREE BALLOON(S) (<i>identification and classification</i>) ESTIMATED OVER (<i>place</i>) AT (<i>time</i>) REPORTED FLIGHT LEVEL(S) (<i>figure or figures</i>) [or FLIGHT LEVEL UNKNOWN] MOVING (<i>direction</i>) ESTIMATED GROUND SPEED (<i>figure</i>) (<i>other pertinent information, if any</i>); |
| | e) REVISION (<i>aircraft call sign</i>) (<i>details as necessary</i>). |

5.2 Transfer Of Control

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) REQUEST RELEASE OF (<i>aircraft call sign</i>); |
| | b) (<i>aircraft call sign</i>) RELEASED [AT (<i>time</i>)] [<i>conditions/restrictions</i>]; |
| | c) IS (<i>aircraft call sign</i>) RELEASED [FOR CLIMB (or DESCENT)]; |
| | d) (<i>aircraft call sign</i>) NOT RELEASED [UNTIL (<i>time or significant point</i>)]; |
| | e) UNABLE (<i>aircraft call sign</i>) [TRAFFIC IS (<i>details</i>)]. |

| | |
|--|--|
| | |
|--|--|

5.3 Change Of Clearance

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) MAY WE CHANGE CLEARANCE OF (<i>aircraft call sign</i>) TO (<i>details of alteration proposed</i>); |
| | b) AGREED TO (<i>alteration of clearance</i>) OF (<i>aircraft call sign</i>); |
| | c) UNABLE (<i>aircraft call sign</i>); |
| | d) UNABLE (<i>desired route, level, etc.</i>) [FOR (<i>aircraft call sign</i>)] [DUE (<i>reason</i>)] (<i>alternative clearance proposed</i>). |

5.4 Approval Request

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) APPROVAL REQUEST (<i>aircraft call sign</i>) ESTIMATED DEPARTURE FROM (<i>significant point</i>) AT (<i>time</i>); |
| | b) (<i>aircraft call sign</i>) REQUEST APPROVED [(<i>restriction if any</i>)]; |
| | c) (<i>aircraft call sign</i>) UNABLE (<i>alternative instructions</i>). |

5.5 Inbound Release

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | [INBOUND RELEASE] (<i>aircraft call sign</i>) [SQUAWKING (<i>SSR Code</i>)] (<i>type</i>) FROM (<i>departure point</i>) RELEASED AT (<i>significant point, or time, or level</i>) CLEARED TO AND ESTIMATING (<i>clearance limit</i>) (<i>time</i>) AT (<i>level</i>) [EXPECTED APPROACH TIME or NO DELAY EXPECTED] CONTACT AT (<i>time</i>). |

5.6 Handover

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | HANDOVER (<i>aircraft call sign</i>) SQUAWKING (<i>SSR Code</i>) POSITION (<i>aircraft position</i>) (<i>level</i>). |

5.7 Expedition Of Clearance

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) EXPEDITE CLEARANCE (<i>aircraft call sign</i>) EXPECTED DEPARTURE FROM (<i>place</i>) AT (<i>time</i>); |
| | b) EXPEDITE CLEARANCE (<i>aircraft call sign</i>) [ESTIMATED] OVER (<i>place</i>) AT (<i>time</i>) REQUESTS (<i>level or route, etc.</i>). |

5.8 **Phraseologies to be used related to CPDLC**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| ... failure of CPDLC | a) [ALL STATIONS] CPDLC FAILURE (<i>instructions</i>). |
| ... failure of a single CPDLC message | b) CPDLC MESSAGE FAILURE (appropriate clearance, instruction, information or request). |
| ...to correct CPDLC clearances, instructions, information or requests | c) DISREGARD CPDLC (message type) MESSAGE, BREAK (correct clearance, instruction, information or request). |
| ...to instruct all stations or a specific flight to avoid sending CPDLC requests for a limited period of time | d) [ALL STATIONS]STOP SENDING CPDLC REQUESTS [UNTIL ADVISED][<i>(reason)</i>]. |
| ...to resume normal use of CPDLC | e) [ALL STATIONS] RESUME NORMAL CPDLC OPERATIONS. |

6 **General ATS Surveillance Phraseologies**

6.1 **Identification Of Aircraft**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) REPORT HEADING [AND FLIGHT LEVEL (<i>or</i>) ALTITUDE)]; |
| | b) FOR IDENTIFICATION TURN LEFT (<i>or</i> RIGHT) HEADING (<i>three digits</i>); |
| | c) TRANSMIT FOR IDENTIFICATION AND REPORT HEADING; |
| | d) RADAR CONTACT [<i>position</i>]; |
| | e) IDENTIFIED [<i>position</i>]; |
| | f) NOT IDENTIFIED [<i>reason</i>], [RESUME (<i>or</i>) CONTINUE OWN NAVIGATION]. |

6.2 Position Information

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | POSITION (<i>distance</i>) (<i>direction</i>) OF (<i>significant point</i>) (or OVER or ABEAM (<i>significant point</i>)). |

6.3 Vectoring Instructions

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) LEAVE (<i>significant point</i>) HEADING (<i>three digits</i>); |
| | b) CONTINUE HEADING (<i>three digits</i>); |
| | c) CONTINUE PRESENT HEADING; |
| | d) FLY HEADING (<i>three digits</i>); |
| | e) TURN LEFT (or RIGHT) HEADING (<i>three digits</i>) [<i>reason</i>]; |
| | f) TURN LEFT (or RIGHT) (<i>number of degrees</i>) DEGRESS [<i>reason</i>]; |
| | g) STOP TURN HEADING (<i>three digits</i>); |
| | h) FLY HEADING (<i>three digits</i>), WHEN ABLE PROCEED DIRECT (<i>name</i>) (<i>significant point</i>); |
| | i) HEADING IS GOOD. |

6.4 Termination of Vectoring

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) RESUME OWN NAVIGATION (<i>position of aircraft</i>) (<i>specific instructions</i>); |
| | b) RESUME OWN NAVIGATION [DIRECT] (<i>significant point</i>) [MAGNETIC TRACK (<i>three digits</i>) DISTANCE (<i>number</i>) MILES]. |

6.5 Manoeuvres

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| | a) MAKE A THREE SIXTY TURN LEFT (or RIGHT) [<i>reason</i>]; |
| | b) ORBIT LEFT (or RIGHT) [<i>reason</i>]; |
| ...(in case of unreliable directional instruments on board aircraft) | c) MAKE ALL TURNS RATE ONE (or RATE HALF, or (<i>number</i>) DEGREES PER SECOND) |

| | |
|---|--|
| | START AND STOP ALL TURNS ON THE COMMAND "NOW"; |
| <p><i>Note - When it is necessary to specify a reason for vectoring or for the above manoeuvres, the following phraseologies should be used:</i></p> <p>a) DUE TRAFFIC; b) FOR SPACING; c) FOR DELAY; d) FOR DOWNWIND (or BASE, or FINAL).</p> | d) TURN LEFT (or RIGHT) NOW; |
| | e) STOP TURN NOW. |

6.6 Speed Control

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) REPORT SPEED; |
| | b) *SPEED (number) KNOTS; |
| | c) MAINTAIN (number) KNOTS [OR GREATER (or OR LESS)] [UNTIL(signification point)]; |
| | d) DO NOT EXCEED (number) KNOTS; |
| | e) MAINTAIN PRESENT SPEED; |
| | f) INCREASE (or REDUCE) SPEED TO (number) KNOTS [OR GREATER (or OR LESS)]; |
| | g) INCREASE (or REDUCE) SPEED BY (number) KNOTS; |
| | h) RESUME NORMAL SPEED; |
| | i) REDUCE TO MINIMUM APPROACH SPEED; |
| | j) REDUCE TO MINIMUM CLEAN SPEED; |
| | k) RESUME PUBLISHED SPEED |
| | l) NO [ATC] SPEED RESTRICTIONS. |

AIR-GROUND COMMUNICATIONS FAILURE

Note 4.— See also Chapter 6, 6.3.2.5, concerning departure clearances containing no geographical or time limit for cleared level below the flight planned level and procedures to be applied in relation to an aircraft experiencing air-ground communication failure under such circumstances.

6.7 Position Reporting

| <i>Circumstances</i> | <i>Phraseologies</i> |
|------------------------------|--|
| ... to omit position reports | a) OMIT POSITION REPORTS [UNTIL (<i>specify</i>)]; |
| | b) NEXT REPORT AT (<i>significant point</i>); |
| | c) REPORTS REQUIRED ONLY AT (<i>significant point(s)</i>); |
| | d) RESUME POSITION REPORTING. |

6.8 Traffic Information and Avoiding Action

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---------------------------------|---|
| | a) TRAFFIC (<i>number</i>) O'CLOCK (<i>distance</i>) (<i>direction of flight</i>) [<i>any other pertinent information</i>]; |
| | 1) UNKNOWN; |
| | 2) SLOW MOVING; |
| | 3) FAST MOVING; |
| | 4) CLOSING; |
| | 5) OPPOSITE (<i>or</i> SAME) DIRECTION; |
| | 6) OVERTAKING; |
| | 7) CROSSING LEFT TO RIGHT (<i>or</i> RIGHT TO LEFT); |
| ...(if known) | 8) (<i>aircraft type</i>); |
| | 9) (<i>level</i>); |
| | 10) CLIMBING (<i>or</i> DESCENDING); |
| ...to request avoiding action | b) * REQUEST VECTORS; |
| | c) DO YOU WANT VECTORS?; |
| ...when passing unknown traffic | d) CLEAR OF TRAFFIC [<i>appropriate instructions</i>]; |
| ... for avoiding action | e) TURN LEFT (<i>or</i> RIGHT) IMMEDIATELY HEADING (<i>three digits</i>) TO AVOID [UNIDENTIFIED] TRAFFIC AT (<i>bearing by</i> |

| | |
|--|---|
| | <i>clock-reference and distance).</i> |
| | f) TURN LEFT (or RIGHT) (number of degrees) DEGREES IMMEDIATELY TO AVOID [UNIDENTIFIED] TRAFFIC AT (bearing by clock-reference and distance). |

6.9 Communications and Loss of Communications

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|---|
| ...if loss of communications suspected | a) [IF] RADIO CONTACT IS LOST (instructions); |
| | b) IF NO TRANSMISSIONS RECEIVED FOR (number) MINUTES (or SECONDS) (instructions); |
| | c) REPLY NOT RECEIVED (instructions); |
| | d) IF YOU READ [manoeuvre instructions or SQUAWK (code or IDENT)]; |
| | e) (Manoeuvre, SQUAWK or IDENT) OBSERVED. POSITION (position of aircraft) [(instructions)]. |

6.10 Termination of Radar Service

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) RADAR SERVICE (or IDENTIFICATION) TERMINATED [DUE (reason)](instructions). |
| | b) WILL SHORTLY LOSE IDENTIFICATION (appropriate instructions or information); |
| | c) IDENTIFICATION LOST [reason] (instructions). |

6.11 Radar Equipment Degradation

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) SECONDARY RADAR OUT OF SERVICE (appropriate instructions or information); |
| | b) PRIMARY RADAR OUT OF SERVICE (appropriate instructions or information). |

7 Radar in an Approach Control Service

7.1 Vectoring For Approach

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) VECTORING FOR (<i>type of pilot-interpreted aid</i>) APPROACH RUNWAY (<i>number</i>); |
| | b) VECTORING FOR VISUAL APPROACH RUNWAY (<i>number</i>) REPORT FIELD (<i>or RUNWAY</i>) IN SIGHT; |
| | c) VECTORING FOR (<i>positioning in the circuit</i>); |
| | d) VECTORING FOR SURVEILLANCE RADAR APPROACH RUNWAY (<i>number</i>); |
| | e) VECTORING FOR PRECISION APPROACH RUNWAY (<i>number</i>); |
| | f) (<i>type</i>) APPROACH NOT AVAILABLE DUE (<i>reason</i>) (<i>alternative instructions</i>). |

7.2 Vectoring For ILS and Other Pilot-Interpreted Aids

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|---|
| | a) POSITION (<i>number</i>) MILES from (<i>fix</i>). TURN LEFT(<i>or RIGHT</i>) HEADING (<i>three digits</i>); |
| | b) YOU WILL INTERCEPT (<i>radio aid or track</i>) (<i>distance</i>) FROM (<i>significant point or TOUCHDOWN</i>); |
| ...when a pilot wishes to be positioned a specific distance from touchdown. | c) * REQUEST (<i>distance</i>) FINAL; |
| | d) CLEARED FOR (<i>type of approach</i>) APPROACH RUNWAY (<i>number</i>); |

| | |
|---------------------------------|--|
| ...instructions and information | e) REPORT ESTABLISHED ON [ILS] or (LOCALISER or GLIDEPATH); |
| | f) CLOSING FROM LEFT (<i>or RIGHT</i>) [REPORT ESTABLISHED]; |
| | g) TURN LEFT (<i>or RIGHT</i>) HEADING (<i>three digits</i>) [TO INTERCEPT] or [REPORT ESTABLISHED]; |
| | h) EXPECT VECTOR ACROSS (<i>localiser course or radio aid</i>) (<i>reason</i>); |
| | i) THIS TURN WILL TAKE YOU THROUGH (<i>localiser course or radio aid</i>) [<i>reason</i>]; |

| | |
|--|---|
| | j) TAKING YOU THROUGH (<i>localiser course or radio aid</i>) [<i>reason</i>]; |
| | k) MAINTAIN (<i>altitude</i>) UNTIL GLIDE PATH INTERCEPTION; |
| | l) REPORT ESTABLISHED ON GLIDE PATH; |
| | m) INTERCEPT (<i>localiser course or radio aid</i>) [REPORT ESTABLISHED]. |

7.3 Manoeuvre during Independent and Dependant Parallel Approaches

| <i>Circumstances</i> | <i>Phraseologies</i> |
|--|--|
| | a) CLEARED FOR (<i>type of approach</i>) APPROACH RUNWAY (<i>number</i>) LEFT (<i>or RIGHT</i>); |
| | b) YOU HAVE CROSSED THE LOCALISER. TURN LEFT (<i>or RIGHT</i>) IMMEDIATELY AND RETURN TO THE LOCALISER; |
| | c) ILS RUNWAY (<i>number</i>) LEFT (<i>or RIGHT</i>) LOCALISER FREQUENCY IS (<i>frequency</i>); |
| ...for avoidance action when an aircraft is observed penetrating the NTZ | d) TURN LEFT (<i>or RIGHT</i>) (<i>number</i>) DEGREES (<i>or HEADING</i>) (<i>three digits</i>) IMMEDIATELY TO AVOID TRAFFIC [DEVIATING FROM ADJACENT APPROACH] CLIMB TO (<i>altitude</i>). |
| ...for avoidance action below 120m (400ft) above the runway threshold elevation where parallel approach obstacle assessment surfaces (PAOAS) criteria are being applied. | e) CLIMB TO (<i>altitude</i>) IMMEDIATELY TO AVOID TRAFFIC [DEVIATING FROM ADJACENT APPROACH] (<i>further instructions</i>). |

8 Surveillance Radar Approach

8.1 Provision of Service

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) THIS WILL BE A SURVEILLANCE RADAR APPROACH RUNWAY (<i>number</i>) TERMINATING AT (<i>distance</i>) FROM TOUCHDOWN, OBSTACLE CLEARANCE ALTITUDE (<i>or HEIGHT</i>) (<i>number</i>) (FEET) CHECK YOUR MINIMA [IN CASE OF GO AROUND(<i>instructions</i>)]; |
| | b) APPROACH INSTRUCTIONS WILL BE TERMINATED AT (<i>distance</i>) FROM |

| | |
|--|------------|
| | TOUCHDOWN. |
|--|------------|

8.2 Elevation

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) COMMENCE DESCENT NOW [TO MAINTAIN A <i>(number)</i> DEGREE GLIDE PATH]. |
| | b) <i>(distance)</i> FROM TOUCHDOWN ALTITUDE (or HEIGHT) SHOULD BE <i>(numbers and units)</i> . |

8.3 Position

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|-----------------------------------|
| | <i>(distance)</i> FROM TOUCHDOWN. |

8.4 Checks

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------------------|
| | a) CHECK GEAR DOWN [AND LOCKED]; |
| | b) OVER THRESHOLD. |

8.5 Completion of Approach

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) REPORT VISUAL; |
| | b) REPORT RUNWAY [LIGHTS] IN SIGHT; |
| | c) APPROACH COMPLETED [CONTACT <i>(unit)</i>]. |

9 PAR Approach

9.1 Provision Of Service

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) THIS WILL BE A PRECISION RADAR APPROACH RUNWAY <i>(number)</i> ; |
| | b) PRECISION APPROACH NOT AVAILABLE DUE TO <i>(reason)</i> <i>(alternative instructions)</i> ; |
| | c) IN CASE OF GO AROUND <i>(instructions)</i> . |

9.2 **Communications**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|---|--|
| When a read back is not required by ATC | a) NO NEED TO ACKNOWLEDGE |
| | b) DO NOT ACKNOWLEDGE FURTHER TRANSMISSIONS; |
| | c) REPLY NOT RECEIVED, WILL CONTINUE INSTRUCTIONS. |

9.3 **Azimuth**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) CLOSING [SLOWLY (<i>or</i> QUICKLY)] [FROM THE LEFT (<i>or</i> FROM THE RIGHT)]; |
| | b) HEADING IS GOOD; |
| | c) ON TRACK; |
| | d) SLIGHTLY (<i>or</i> WELL, <i>or</i> GOING) LEFT (<i>or</i> RIGHT) OF TRACK; |
| | e) (<i>number</i>) METERS LEFT (<i>or</i> RIGHT) OF TRACK. |

9.4 **Elevation**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) APPROACHING GLIDE PATH; |
| | b) COMMENCE DESCENT NOW [AT (<i>number</i>) FEET PER MINUTE (<i>or</i> ESTABLISH A (<i>number</i>) DEGREE GLIDE PATH)]; |

| | |
|--|---|
| | c) RATE OF DESCENT IS GOOD; |
| | d) ON GLIDE PATH; |
| | e) SLIGHTLY (<i>or</i> WELL, <i>or</i> GOING) ABOVE (<i>or</i> BELOW) GLIDE PATH; |
| | f) [STILL] (<i>number</i>) (FEET) TOO HIGH (<i>or</i> TOO LOW); |
| | g) ADJUST RATE OF DESCENT; |
| | h) COMING BACK [SLOWLY (<i>or</i> QUICKLY)] TO THE GLIDE PATH; |

| | |
|--|--|
| | i) RESUME NORMAL RATE OF DESCENT; |
| | j) ELEVATION ELEMENT UNSERVICEABLE (<i>to be followed by appropriate instructions</i>); |
| | k) (<i>distance</i>) FROM TOUCHDOWN. ALTITUDE (<i>or HEIGHT</i>) SHOULD BE (<i>numbers and units</i>). |

9.5 **Position**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) (<i>distance</i>) FROM TOUCHDOWN; |
| | b) OVER APPROACH LIGHTS; |
| | c) OVER THRESHOLD. |

9.6 **Checks**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) CHECK GEAR DOWN AND LOCKED; |
| | b) CHECK DECISION ALTITUDE (<i>or HEIGHT</i>). |

9.7 **Completion of Approach**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) REPORT VISUAL; |
| | b) REPORT RUNWAY [LIGHTS] IN SIGHT; |
| | c) APPROACH COMPLETED [CONTACT (<i>unit</i>)]. |

9.8 **Missed Approach**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | a) CONTINUE VISUALLY OR GO AROUND [<i>missed approach instructions</i>]; |
| | b) GO AROUND IMMEDIATELY [<i>missed approach instructions</i>] (<i>reasons</i>); |
| | c) ARE YOU GOING AROUND?; |
| | d) IF GOING AROUND (<i>appropriate instructions</i>); |
| | e) *GOING AROUND. |

10 Secondary Surveillance Radar (SSR) Phraseologies

10.1 To Request The Capability of The SSR Equipment.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | a) ADVISE TRANSPONDER CAPABILITY; |
| | b) *TRANSPONDER(as shown in the flight plan); |
| | c) *NEGATIVE TRANSPONDER. |

10.2 To Instruct Setting Of Transponder.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---------------------------------|
| | a) FOR DEPARTURE SQUAWK (code); |
| | b) SQUAWK (code). |

10.3 To Request The Pilot To Reselect The Assigned Mode And Code.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------------------|
| | a) RESET SQUAWK [(mode)] (code); |
| | b) * RESETTING (mode) (code). |

10.4 To Request Reselection Of Aircraft Identification.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|------------------------------|
| | RESET MODE S IDENTIFICATION. |

10.5 To Request The Pilot To Confirm The Code Selected On The Aircraft's Transponder.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---------------------------|
| | a) CONFIRM SQUAWK (code); |
| | b) *SQUAWKING (code). |

10.6 To Request The Operation Of The IDENT Feature.

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---------------------------------|
| | a) SQUAWK [(code)] [AND] IDENT; |
| | b) SQUAWK LOW; |
| | c) SQUAWK NORMAL. |

| | |
|--|--|
| | |
|--|--|

10.7 **To Request Temporary Suspension Of Transponder Operation.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------|
| | SQUAWK STANDBY. |

10.8 **To Request Emergency Code.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | SQUAWK MAYDAY [CODE SEVEN-SEVEN-ZERO-ZERO]. |

10.9 **To Request Termination of Transponder Operation.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------|
| | STOP SQUAWK. |

10.10 **To Request Transmission of Pressure Altitude.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------|
| | SQUAWK CHARLIE. |

10.11 **To Request Pressure Setting Check and Confirmation of Level.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|--|
| | CHECK ALTIMETER SETTING AND CONFIRM (level). |

10.12 **To Request Termination of Pressure Altitude Transmission Because of Faulty Operation.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---------------------------------------|
| | STOP SQUAWK CHARLIE WRONG INDICATION. |

10.13 **To Request Level Check.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|----------------------|
| | CONFIRM (level). |

11 **General ADS Phraseologies.**

11.1 **ADS Degradation.**

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | ADS (or AUTOMATIC DEPENDANT SURVEILLANCE) OUT OF SERVICE (<i>appropriate information as necessary</i>). |

12 Alerting Phraseologies.

12.1 Low Altitude Warning

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | (<i>aircraft call sign</i>) LOW ALTITUDE WARNING, CHECK YOUR ALTITUDE IMMEDIATELY, QNH IS (<i>number</i>) [(<i>units</i>)]. [THE MINIMUM FLIGHT ALTITUDE IS (<i>altitude</i>)]. |

12.2 Terrain Alert

| <i>Circumstances</i> | <i>Phraseologies</i> |
|----------------------|---|
| | (<i>aircraft call sign</i>) TERRAIN ALERT (<i>suggested pilot action, if possible</i>). |

12.3 GNSS/RNAV Phraseology

Reporting distance:

For RNAV... "REPORT (number) 'MILES' FROM (waypoint, fix, significant point, NAVAID, etc.)"

For GNSS... "REPORT (number) 'MILES' FROM (waypoint, fix, significant point, NAVAID, etc.)"

For DME... "REPORT (number) 'DME' FROM ((DME) facility name)"

Issuing crossing instructions:

For DME equipped "CROSS 25 'DME' AT 10,000"...

For RNAV/GNSS equipped "CROSS 24 'MILES' FROM (waypoint, fix, significant point, NAVAID, etc.) AT 10,000"

Phraseology for reporting RAIM status:

"REPORT RAIM STATUS"

Different phraseology for reporting RAIM alerts:

..."RAIM OUTAGE"

..."RAIM FAILURE"

..."RAIM STATUS ANNUNCIATION"

..."RAIM FLAG"

..."RAIM NOT AVAILABLE"

... "RAIM HOLE"
... "RAIM WARNING"
... "RAIM ALERT"

Issuing clearance via arcs:

"CLEARED TO THE AIRPORT VIA 15 DME ARC... CLEARED VIA (number) MILE ARC – RNAV"

Requesting progress reports from aircraft on approach:

... "REPORT ESTABLISHED ON THE RNAV APPROACH COURSE"

Approach Clearances:

Clearances for RNAV(GNSS) approaches... "CLEARED TO THE (name) AIRPORT RNAV RWY 08 APPROACH"

Clearances for RNAV(GNSS LNAV) approaches... "CLEARED TO THE (name) AIRPORT RNAV RWY 08 APPROACH"

Clearances for RNAV(GNSS Baro-VNAV) approaches... "CLEARED TO THE (name) AIRPORT RNAV RWY 08 APPROACH"

Clearances for RNAV(GLS) approaches... "CLEARED TO THE (name) AIRPORT RNAV RWY08 APPROACH"

Clearances via fixes of a GNSS approach:

... "CLEARED VIA INITIAL APPROACH FIX"

... "CLEARED VIA INTERMEDIATE FIX"

... "CLEARED TO THE FINAL APPROACH FIX"

Clearances for RNAV STARs/SIDs:

Clear an aircraft flying an RNAV STAR to fly direct to...

"CLEARED DIRECT (waypoint/fix) MAINTAIN (altitude) EXPECT VECTORS TO FINAL APPROACH"

13 Readback of ATS Co-ordination Messages

Controllers must ensure they obtain a readback of any operationally significant information contained in telephone and intercom co-ordination messages, including:

- a) Levels;
- b) Headings;
- c) Speed Restrictions;
- d) Airways or route instructions;
- e) Runway in use;
- f) SSR Codes;
- g) Pressure Settings;
- h) Frequencies; and
- i) Release and contact points.

